Secretary Role and Responsibilities

**Role:**

The purpose of the Secretary is to mail or email information to the parents for band so the Band Director can focus on the students. This role is key especially prior to the end of the school year because they will need to gather the new roster from Mr. Newton to put together the mailing list.

**Responsibilities:**

It is the responsibility of the Secretary to gather the student information and send out letters and/or emails regarding information for band.

In May prior to the end of the school year meet with Mr. Newton and the Chair to get the latest band roster for the new school year.

In July mail out the welcome letter to new parents along with any information provided by Mr. Newton. **(The school office will provide the envelopes and make copies. Once the envelopes have been filled, the school will mail out the letters) 3 weeks prior to the event**

Mail out band camp information to returning students in Jazz and Wind Ensemble

During the school year, the secretary will be the one to send out any communication via email. Chair will provide the updates. Chair will be responsible to provide any updates to mailing or email addresses to the secretary.